

29 August 1979

Classification Review Procedure

CRP 79-38

Rescinds: RRP 78-5
CRP 78-40.

REF: CRP 79-4
CRP 79-21

HANDLING OF TOP SECRET COLLATERAL DOCUMENTS

When records are received from Agency Archives and Records Center (AARC) for review, each Top Secret document should have attached to it a Form 26 (Control and Cover Sheet for Top Secret Documents) or Form 38-13 (Signature Record and Cover Sheet). CRD personnel are responsible for notifying the Agency Top Secret Control Officer of any change of classification on Top Secret documents. In addition, CRD is in a unique position to provide a valuable service to the various component Top Secret Control Officers, who may be unable to locate all TS documents through present records. The following procedures, therefore, will apply:

1. If the document is declassified or downgraded:
 - a. After stamping and reviewing the document, the reviewer should remove the green cover sheet, stamp it with the review action stamp and the job/box/folder locator stamp, make a xerox copy of the cover sheet, and give both the green cover sheet and the copy to the Information Control Assistant.
 - b. The Information Control Assistant will forward the green cover sheet to the Agency Top Secret Control Officer and the copy to the component TSCO.
 - c. If the green cover sheet contains substantive information, a second copy should be made and attached to the document. Mere initialing of the routing sheet does not constitute substantive information.
 - d. If the green cover sheet is missing, two copies of the first page of the document should be made showing the review action stamp. These copies should be stamped with the locator stamp and given to the Information Control Assistant for forwarding to the Agency TSCO and component TSCO in place of the green sheet and its copy.
2. If the document maintains its Top Secret classification: Some Top Secret documents cannot be downgraded or declassified because of content or the fact that they were created by another agency or government. In such cases the green cover sheet will remain with the document. (See CRP 79-4 for the handling of documents created by other government agencies and CRP 79-21 for the handling of

- a. The reviewer should stamp both the document and the green cover sheet with the review action stamp, filling in all information on both.
- b. In addition, the reviewer should make a copy of the cover sheet, stamp the copy with the locator stamp, fill in the data and any information missing from the cover sheet (such as the document number), and give the copy to the Information Control Assistant.
- c. The Information Control Assistant will forward the copy to the appropriate component TSCO with the notation that this document was located during the systematic review.
- d. If the green cover sheet is missing and the reviewer has decided that the document must retain its Top Secret classification, the document should be taken to the Information Control Assistant, who is also the Area Top Secret Control Officer for ISS. She will supply a cover sheet and record the document in the proper control channel.

3. Special handling for TS documents found in DDO files:

- a. Top Secret documents found in DDO records will be handled in accordance with paragraph 1 if they can be declassified or downgraded.
- b. Top Secret documents that cannot be downgraded or declassified will be removed from the file after review, and the locator stamp will be placed on the cover sheet and filled in. A copy of the cover sheet will be put in the file in place of the removed document, and the original cover sheet with the document attached will be given to the Information Control Assistant for forwarding to the TSCO/DDO, located in room 1D15. This procedure applies to all Top Secret documents that retain their TS classification, regardless of whether they were created by CIA, another agency, or a foreign government.

4. Reminder: No form 4023A will be completed for documents created by other agencies. A form 4023A is required, however, for all CIA documents as well as for those created by foreign governments.

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Chief, Classification Review Division
Information Systems Staff
Directorate of Administration

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5.	ISS/CRD, Room 203 Key	
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached is the review procedure that we discussed last week and to which you gave your verbal agreement. Since our previous operating instructions were based on a formal memo, would you please sign one copy of the attached, indicating your concurrence, and return it to me. I will attach it to the memo of 16 March 1978 so that there will be a record of your agreement to the change of procedure. The other copy is for your file.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 203 Key
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